

STATE LIBRARY OF MASSACHUSETTS

ANNUAL REPORT

FOR

FISCAL YEAR 1990

JULY 1989 - JUNE 1990



## Annual Report of the Board of Trustees

To the Governor and to the Honorable Senate and House of Representatives in General Court assembled:

The Trustees of the State Library make this their eightieth annual report for the fiscal year ending June 30, 1990, under provisions of Chapter 5, Section 37, of the General Laws (Tercentenary Edition).

Trustees of the State Library  
July 1, 1989-June 30, 1990

By Virtue of State Office Held:

William M. Bulger

President of the Senate

Designee: John Cronin;

Patrick Horne as of January, 1990

George Keverian

Speaker of the House of

Representatives

Designee: Representative Marie J. Parente

Michael Joseph Connolly

The State Secretary

Designee: Dr. Albert H. Whitaker, Jr.

Appointed by the Governor:

Date of Appointment

Frances Burke

January 14, 1982

87 Ardale Street, Roslindale, MA 02131

E. William Johnson

November 30, 1981

John F. Kennedy Library, Boston, MA 02125

I. Albert Matkov

October 12, 1983

23 Douglas Road, Belmont, MA 02178

Robert H. McClain, Jr.

May 3, 1988

9 Walnut Street, Boston, MA 02108

E. William Johnson

Chairperson

Gaspar Caso

State Librarian



## ANNUAL REPORT OF THE STATE LIBRARIAN

July 1, 1989-June 30, 1990

As the state's fiscal crisis worsened, the impact began to be felt in all areas of library operations. Fiscal year 1990 saw a 10% reduction in the library's budget; by January 1990 the library workforce had been reduced by 25% and stood at 20 full-time employees. Many hard decisions had to be made about cancellation of materials which the library had traditionally ordered for its collection. As staff members resigned and could not be replaced, reassignment of duties became a necessity in all departments. At the same time, the demands for service and materials did not lessen, causing much extra work for the remaining staff members.

Personnel changes during this year involved only resignations and transfers, as no one could be hired to replace those who left. In September 1989, Nancy Callahan-Arienti resigned from the Serials Department after seven years with the Library. Her resignation was followed shortly after by that of Ann Marie Matchett, who left the Library's Cataloging Department after 16 years to move out of state. Losing two such valuable and experienced employees from the Technical Services area made it very difficult for that Department to continue to function in its usual efficient way. In December 1989 Mary Forkin resigned as Assistant Government Documents Librarian to accept a position at the Lesley College Library. Leo McAuliffe, Manager of Public Services resigned in January 1990. In addition, Gwen Perry, Library Assistant, accepted a voluntary layoff in December 1989, and Marc Widershien was transferred from the Special Collections to the Technical Services Department. The library community was saddened to learn of the death on June 6, 1990 of I. Albert Matkov. Mr. Matkov had served as State Librarian from 1960 to 1972 and as a Trustee of the State Library from 1983 until his death. His knowledge of the library and its history will be missed by the State Librarian and the Board.

Despite these problems, the work of the Library continued and much progress was made in the area of collection development. One of the Library's continuing goals is to evaluate various parts of the collection for continued usefulness to library researchers. As part of this effort, the collection in the Dewey 930's through 990's was surveyed and those materials which no longer fit the Library's collection development plan were transferred to the Boston Public Library. This first major de-selection project in the Library in ten years resulted in the transfer of some 5600 volumes. All departments were involved in the work of this project; two experienced book selectors chose the items which were to be transferred, while staff members in the Cataloging Department were responsible for the large amount of recordkeeping which went along with this effort. Another large project involved the evaluation of the Library's bound periodical collection. The entire list of holdings in this area was surveyed by members of the book selection committee, along with library managers, and approximately 200 titles were deemed no longer appropriate for the Library's collection. These items will be offered to the other member libraries of the Boston Library Consortium in the coming year. Decisions were also reached regarding a large collection of official appellate court reports and legislative manuals from the other states. The court reports will be offered to appropriate libraries within the Consortium, and only the current year for each legislative manual will be maintained in the State Library's collection. There





was also an ongoing de-selection effort this year in the federal documents collection, following the strict procedures outlined in the Library's depository agreement. One final project this year involved the transfer of approximately 3600 duplicate volumes of Massachusetts Reports back to the office of the Reporter of Decisions. All of these projects produced a collection better suited to the current needs of the Library and gave some much needed room for expansion of the collection.

Unfortunately the Library's financial situation allowed for very few additions to its current collection. Book buying had to be severely curtailed, and it became necessary to cancel subscriptions to many suburban newspapers and journal titles both in paper and microfilm copies. Book selectors struggled mightily to try to maintain a collection appropriate for a research library of this size with very little money, and there was no doubt that the collection of the Library was greatly affected by the lack of resources. On a more positive note, the Library was able to add several interesting manuscript collections, including the papers of Senator Carol Amick and those of the Massachusetts Gender Bias Study Commission to its Special Collections Department. In addition material documenting various activities during the 1988 presidential campaign was added from the Dukakis/Bentsen campaign committee. The Library also received many one-of-a-kind state documents from the Executive Office of Communities and Development.

Construction activities continued within the State House this year with the most serious impact on the Library being the re-location for over five months of the Special Collections Reading Room. Normally located in Room 55 in the West Wing, the Reading Room was transferred to temporary quarters at the end of the East Wing, necessitating much additional work on the part of the small Special Collections staff to keep the department functioning normally. At the request of the State House Project Office, information was compiled on the number of linear feet occupied by current library holdings as well as projections for growth of various parts of the collection. These figures will be used to plan future projects involving library space. Several problems with water occurred during the year, the most serious of which damaged some 120 volumes of the Library's collection housed in the 4th floor stacks. Of great relief to all was the fact that the Library's local history collection, housed in the same area, escaped damage in this very serious situation. Quick work as always on the part of the Library's Disaster Prevention Team helped to prevent even greater harm to library materials.

One of the Library's greatest treasures, William Bradford's Of Plimoth Plantation, was returned in February 1990 from its two-year display at the Commonwealth Museum. The Library contracted with the Northeast Document Conservation Center to have the manuscript examined by one of the Center's conservators to establish its condition at this time and to recommend steps which could be taken to insure its preservation in future. Not surprisingly the report outlined conditions reflecting the journal's long and eventful life; however, it also showed a document in fairly good condition for its age. Shortly after the return of the manuscript, the Library was approached by the Pilgrim Society of Plymouth, whose members have expressed interest in arranging a possible loan of the journal for display in Pilgrim Hall. Negotiations are still in progress as the year ends, with concern on all





sides for the safety and security of the document while it is out of the Library's oversight.

In August 1989 Secretary for Administration and Finance Edward Lashman toured the Library and spoke with various staff members about the work of their departments. He also viewed some of the Library's treasures in the Special Collections Department. The Pride in Performance award this year went to Bette Siegel, Government Documents Librarian, for her vigorous pursuit of state documents for the Library's collection and for her tremendous effort in maintaining her department in the face of greatly shrinking resources during this fiscal year. Indeed, all of the staff is to be commended for their efforts to maintain the Library's usual high level of service in this time of constantly diminishing resources.

As the year ends, we look forward with some trepidation to the next year as the fiscal crisis continues to have a severe impact on the Library's ability to maintain its collections and services. We will be looking for areas in which our operations may be made more efficient and will try to utilize our small staff in ways which are most essential to the Library. Concern for the maintenance of the collection continues to guide our actions as we try to spend the Library's resources in a way which will produce the greatest long-term gain.



## Special Collections

This year saw the temporary re-location of the Special Collections Reading Room so that heavy construction could be done in the area normally occupied by the Department. At the end of November, 1989, the Reading Room and its contents and the conservation work area were moved to Room 71A, at the end of the East Wing of the State House. The collections in Room 55 remained there, with all items requested by users needing to be carried almost the length of a city block. Construction in Room 55 involved removing all floors in the conservation area and stacks below so that new electrical equipment could be put in the mechanical room on the bottom level of Room 55. Temporary walls and dust barriers were erected to protect the collections in Room 55 and much rearranging of furniture and collections was necessary. It was a trying time for a two-person department as well as for the department's users. The construction project was finished and the department was able to move back to Room 55 in mid-May 1990.

A personnel change occurred in the Department when Marc Widershien accepted a transfer to the Technical Services Department in September 1989. On September 18, the Department established new hours of service, opening from 9 a.m. to 3 p.m. and from 3 p.m. to 5 p.m. by appointment only. We were fortunate to have two interns in the Department this year who were a great help to us. Nora Nagle worked with us in the summer of 1989 and did an extensive inventory of the recently-received papers of Senator John Parker. Robert Iacovelli, a Suffolk University student, did an internship with us in the fall of 1989 and prepared an inventory of the papers and records of the Special Commission on Hispanic Affairs. Mary Ellen Hall also began working part-time in the Department in February 1990.

Several gifts were received by the Special Collections Department during the year. A large collection of atlases for various communities in Massachusetts was transferred to the Library from the Metropolitan District Commission. Two collections of materials concerning the presidential campaign of Michael Dukakis were added to the collection; one was received from the Dukakis/Bentsen Committee, the other from Legislative Reference Librarian Pamela Schofield. The papers of the Gender Bias Study Committee and the Special Commission on Boston Harbor were transferred to the Library; also received were the papers of Senator Carol Amick. Upon her retirement, Mary Remar, who had had a long career in the field of mental health, donated some of the papers and other materials which documented her work in state service. The Library was presented with a set of volumes entitled Portugaliae Monumenta Cartographica in a ceremony in the House Chamber in May. These facsimile volumes outline the history of early cartography and exploration. Purchased for the collection was Algernon Sidney's Discourses Concerning Government. This second edition, published in 1704, is said to contain the first mention of the Massachusetts state motto. Also purchased were additional reels of microfilm of the Sanborn fire insurance atlases for Massachusetts communities.

This year also saw the Special Collections Librarian involved in the various de-selection efforts of the Library. Much time was spent with the Chief of Reference Services evaluating the Library's Dewey 900 (history) collection. This was a very time-consuming process but resulted in the transfer to the Boston Public Library of





over 5600 books no longer felt to be of relevance to our collection. We also began to evaluate the Library's bound periodical collection to see which materials we should retain and which should be offered to our partner institutions in the Boston Library Consortium. Special Collections staff also assisted in the transfer of the volumes of the various appellate decisions of the other states and the many duplicate volumes of the Massachusetts Reports which had been stored in Room 55. All of this work in collection development has resulted in a collection which better fits our needs and gives the Library some much needed shelf space for other parts of its collection.

In conjunction with staff at the State Archives and the Massachusetts Board of Library Commissioners, the Special Collections librarian met with various members of the Procurement and General Services Department to work to introduce legislation requiring that state documents of enduring value be required to be printed on alkaline paper. This legislation will greatly aid the effort to preserve these documents for future use.

This year saw several incidents in which the Library's materials were endangered by water problems in the stacks. Each time the Disaster Prevention Team was called upon to act quickly to remove books and try to protect adjacent areas. The most serious incident occurred in the 4th level stacks, when leaks from skylights and drainpipes threatened the Library's local history collection, one of its most important assets. Although we were able to protect this area until the problem abated, there were some very tense moments for all concerned. Several steam leaks occurred in the law stacks as old heating units were removed. In Room 55, several leaks from pipes and heating units occurred throughout the year, requiring the staff to be ever vigilant to prevent damage to library materials and furniture. Coupled with the need to monitor the heavy construction going on for a large part of the year in Room 55, this led the staff to feel more like construction project supervisors than librarians.

The state's fiscal difficulties have been reflected this year in the Special Collections Department. Hours of operation have had to be shortened. The Special Collections Librarian assumed responsibility for cataloging of Special Collections materials upon the departure of Ann Marie Matchett; this was something which she had to learn to do on the job, not having cataloged anything since library school. Concern also arose about the damage that is being done to the Library's book collection by the inability to purchase materials for it. This is especially true in the local history collection; if these materials cannot be purchased on a regular basis, they often go out of print very quickly and will never be able to be added to our collection.

As the year ends, we are trying to keep the Department operating properly and to provide good service to our users with very few financial resources. The two-person staff has been challenged throughout the year by increasing demands for use of materials and difficult physical surroundings, compounded by a major construction project. We can only hope that the next fiscal year will bring an improvement to this situation.





## Technical Services

This has been a difficult year for the Technical Services Department as the state's worsening fiscal crisis has had a severe impact on the staff and the services of the Department. Key staff members resigned during the year; not only was their expertise lost from the library but they were not able to be replaced by new staff. Much time was spent on cancellation of serial titles to save money, something no department likes to do. The Microlinx serial control system continued to be both a blessing and a problem to the serials staff.

Both Serials and Cataloging faced the loss of experienced staff as Nancy Callahan-Arienti and Ann Marie Matchett resigned during the year. Their duties needed to be re-assigned to remaining staff members, as it was impossible to replace them. In September, 1989, Marc Widershien was transferred from the Special Collections Department to the Technical Services Department. The Department was especially fortunate to have two outstanding interns, Nannette Benoit and Donald Matheson, on the staff; both were excellent workers and were able to perform many of the clerical duties in the Department.

As the budget crisis worsened, it became necessary to review the Library's serials subscriptions to see which titles could be cut. Decisions were made to cancel various journal titles, loose-leaf services, and subscriptions to suburban newspapers. However, the cancellations also came with a price, as staff time was needed to communicate with the vendors and to change the library holdings records in the card catalog, on OCLC, in Microlinx and in the Boston Library Consortium's Union List of Serials.

Staff in the Serials Department continued the use of Microlinx, although it was disappointing to learn this year that the Faxon Company had decided to abandon its plans to develop a network version of the system. This left the Library trying to adapt a system which had been meant as a single-user system for use in a network situation. Since the Library had very few options which would allow for the purchase of a system to replace Microlinx, it was decided to try to adapt as best we could. This meant that only one person at a time could access the Microlinx database, and copies of the database had to be made frequently for use in the various areas of the Library. The initial estimate of a two year implementation period had to be revised to a more realistic goal of four years until complete implementation. To date records for about 450 serials out of a total of 5000 have been added to the database.

This year saw the de-selection from the Library's collection of the legislative manuals and of the reports of the Attorneys General from those states outside the New England region. A decision was also reached to stop collecting copies of the official appellate court reports from other states. Since these documents are serial in nature, a great deal of record-keeping had to be done to make sure that the Library's records accurately reflected these changes. The books also had to be physically removed from the shelves and boxed in preparation for their transfer to other institutions.

Members of both the Serials and Cataloging sections continued to provide service at the Library's Periodical Desk. This fiscal year saw a slight decline in the





number of users and in the number of telephone inquiries received at the Desk. However, overall service demands remained high, with 5275 users and 1394 telephone calls during the year. Responsibility for the microfilm reader/printers and copy machines is also a part of the duties of the staff of the department; this takes up a fair amount of time each year.

The Cataloging section continued to contribute records of the Library's holdings to the OCLC database. The cost of cataloging trade publications is reduced by the use of shared cataloging information from this database; these records can be processed by paraprofessional staff. Professional catalogers can then devote their time and expertise to the original cataloging required by most of the publications received from Massachusetts state agencies. When the Cataloging Department is adequately staffed, this division of labor works very well. This year, however, with loss of staff, especially clerical staff, the system began to break down. Much time had to be devoted by all staff to the clerical tasks needed to keep the Library functioning on a daily basis. This left an inadequate amount of time for those materials needing original cataloging, leading especially to an increase in the backlog of Massachusetts state documents.

Training and planning continued to occupy the staff of the Cataloging section. With the resignation of Ms. Matchett, the Special Collections Department assumed responsibility for cataloging and inputting of all Special Collections materials. Since this was a new division of work for both departments, staff involved had to be trained and monitored. As OCLC finalized its plans for release of new software in the fall of 1990, the functions performed by catalogers and support staff had to be analyzed to see how new OCLC requirements could be met and incorporated into current workflow.

As the fiscal year ends, staff in the Technical Services Department remains committed to its work of cataloging and making accessible all of the many resources acquired each year. The staff also is very determined to use any new or existing technological improvements to make its work quicker or more efficient. However, the deepening fiscal crisis in the state and in the Library is making these goals very difficult to meet and is having a disheartening effect upon all staff within the Library.



## Statistical Report

### Use Statistics

Number of information/reference requests, all departments	37,699
Number of materials used	16,481
Number of materials circulated	3,431
Database searches performed	117

### Interlibrary loan

Materials loaned by State Library	360
Photocopied pages supplied by State Library	4,490
Materials borrowed by State Library	360

### Technical Services/Cataloging

Number of items cataloged	2,226
Number of serial titles purchased	2,152
Number of serial titles received but not purchased	1,848
Total number of serial titles received	4,000

### Library Collections

Volumes added during year	6,959
Volumes withdrawn during year	2,506
Total of increase to collection	4,453
Number of monographs purchased	854
Number of federal documents received	7,549
Number of state documents received	2,310

### Conservation of Library Materials

Number of items receiving in-house treatment	290
Total number of materials in Library as of June 30, 1990 (All formats)	1,186,770







